

SAMPLE Storm Water Pollution Prevention Plan

Magerr's Freight Trucking Terminal

September 15, 2000

The best management practices included in this sample SWPPP are just examples. Your plan may need to include other requirements.

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1.0 INTRODUCTION

1.1 Background

In 1972, Congress passed the Federal Water Pollution Control Act (FWPCA), also known as the Clean Water Act (CWA), to restore and maintain the quality of the nation's waterways. The ultimate goal was to make sure that rivers and streams were fishable, swimmable, and drinkable. In 1987, the Water Quality Act (WQA) added provisions to the CWA that allowed the EPA to govern storm water discharges from industrial activities. EPA published the final notice for Phase I of the Multi-Sector General Storm Water Permit program (Federal Register Volume 60 No. 189, September 20, 1995, page 50804) in 1995 which included provisions for the development of a Storm Water Pollution Prevention Plan (SWPPP) by each industrial facility discharging storm water, including freight trucking terminals.

Development, implementation, and maintenance of the SWPPP will provide Magerr's Freight Trucking Terminal with the tools to reduce pollutants contained in storm water discharges and comply with the requirements of the General Storm Water Permit issued by the State of Maryland (Permit No. MD-S1234567-8). The primary goals of the SWPPP will be to:

Identify potential sources of pollutants that affect storm water discharges from the site;

Describe the practices that will be implemented to prevent or control the release of pollutants in storm water discharges; and

Create an implementation schedule to ensure that the practices described in this SWPPP are in fact implemented and to evaluate the plan's effectiveness in reducing the pollutant levels in storm water discharges.

1.2 **SWPPP Content**

This SWPPP includes all of the following:

Identification of the SWPPP coordinator with a description of this person's duties;

Identification of the SWPPP implementation team members;

Description of the facility including information regarding the facility's location and activities as well as a site description, three maps, and a summary of the storm water drainage system;

Identification of potential storm water contaminants;

Description of storm water management controls and various Best Management Practices (BMPs) necessary to reduce pollutants in storm water discharge;

Description of the facility monitoring plan; and a

Description of the implementation schedule and provisions for amendment of the plan.

2.0 SWPPP COORDINATOR AND DUTIES

The SWPPP coordinator for the facility is Mrs. Mary Smith (phone number: (301) 555-6434). Mrs. Smith's duties include the following:

- Create a SWPPP team to aid in the implementation of the SWPPP plan;
- Implement the SWPPP plan;
- Oversee maintenance practices identified as BMPs in the SWPPP;
- Implement and oversee employee training;
- Conduct or provide for inspection or monitoring activities;
- Identify other potential pollutant sources and make sure they are added to the plan;
- Identify any deficiencies in the SWPPP and make sure they are corrected;
- Prepare and submit reports; and
- Ensure that any changes in facility operation are addressed in the SWPPP.

To aid in the implementation of the SWPPP plan, the members of the SWPPP team are Tom Johnson and Mike Carter. Tom Johnson will ensure that all housekeeping and monitoring procedures are implemented, while Mike Carter will ensure the integrity of the structural BMPs.

3.0 FACILITY DESCRIPTION

3.1 Facility Location

The Magerr's Freight Trucking Terminal is located at 6400 Addison Road in Capital Heights, Maryland. Figure 1 presents a map showing the location of the site. The facility is a 19.3-acre parcel located in Section 30, Township 7N, Range 21 East. The facility is bound to the north by Rolling Ridge Drive, to the west by Addison Road, to the south by residential property, and to the east by Margarets Drive.

3.2 Site Activities

Magerr's Freight Trucking Terminal consists of a truck/trailer storage area, a truck loading area where truck cleaning operations take place, a maintenance garage, a storage warehouse, a fueling station, and an office building. Based on site activities, Magerr's Freight Trucking Terminal falls under the Standard Industrial Classification code of 4231. Typically, the facility operates 24 hours per day, 7 days per week, and maintains a staff of approximately 18 people.

3.3 Site Description

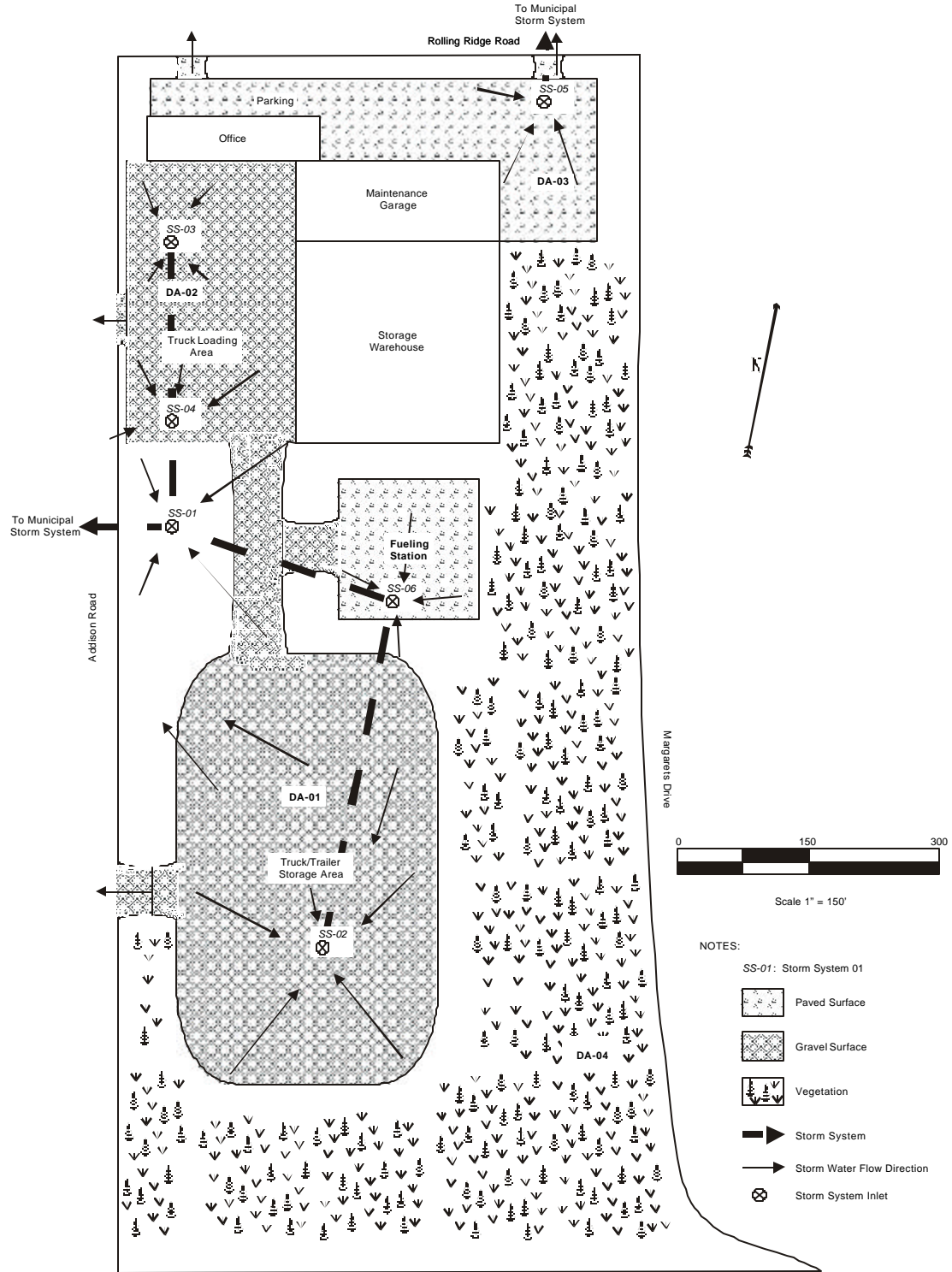
The total area of the site is approximately 19.3 acres and approximately 3.4 acres, or 18 percent, is impervious (i.e., pavement, buildings). The remainder of the site consists of a 3.4-acre compacted gravel truck/trailer storage area, a 1.4-acre compacted gravel truck loading area, a 7.0-acre undeveloped wooded area, plus approximately 4.1 acres of miscellaneous unpaved roadways and undeveloped areas. Six storm drains are located throughout the property. Figure 2 is a facility layout map showing the major site features and the locations of the storm drains.

3.4 Storm Water Drainage System

The site can be divided into four major drainage areas. Table 1 describes the significant characteristics of each drainage area. Figure 2 shows the locations of the drainage areas and the



Figure 1. Facility Location



**Figure 2. Site Map with Drainage Areas and Storm Water Flow
(Prior to BMP Implementation)**

Table 1**Characteristics of Storm Water Drainage**

Drainage Area⁽¹⁾	Storm water Flow Description	Total Size (sq. feet)	Impervious Surface Area (sq. feet)	Runoff Coefficient⁽²⁾	Drainage Discharge Point
DA-01	Truck/trailer Storage Area: Overland flow across the compacted gravel area to storm inlets SS-01 and SS-02.	148,000	0	Low	Cabin Branch Creek
DA-02	Truck Loading Area: Sheet flow across the compacted gravel area to storm inlets SS-03 and SS-04. Sheet flow across the paved fueling station to storm inlet SS-06. All roof drains from the office building, storage warehouse, and the maintenance garage discharge to storm inlet SS-03.	134,000	73,000	Medium	Cabin Branch Creek
DA-03	Parking Area: Sheet flow across paved area to storm inlet SS-05	57,400	57,400	High	Cabin Branch Creek
DA-04	Grass-covered Area: All grass-covered areas located in the southeast portion of the property. Flow from this area does not leave the site as stormwater run off.	232,000	0	Low	None

(1) See Figure 2 for drainage areas

(2) Runoff Coefficient:

High: 70-100% impervious (example: asphalt, buildings, paved surfaces)

Medium: 40-70% impervious (example: packed soils)

Low: 0-40% impervious (example: grassy areas)

apparent storm water drainage patterns. Drainage area DA-04 located along the southeast one-third of the property is undeveloped wooded area and generally covered by vegetation. Because of the high permeability of the soils and the absence of site activities in this area, this drainage area is not significant and will not be addressed further in this SWPPP. Paved parking areas are affected by industrial activities and are therefore included in this SWPPP. Drainage areas DA-01 (truck/trailer storage area), DA-02 (truck loading area including a fueling station, and roof drains from the office building, storage warehouse, and maintenance garage), and DA-03 (paved parking and drive areas) ultimately discharge to Cabin Branch Creek through a municipal storm system. Cabin Branch Creek discharges into Beaver Dam Creek approximately two miles downstream, which in turn empties into the Anacostia River approximately 8 miles downstream. The Anacostia River is a major tributary to Chesapeake Bay.

4.0 IDENTIFICATION OF POTENTIAL STORM WATER CONTAMINANTS

This section identifies significant materials located at the facility that may potentially contaminate storm water. Additionally, the section presents a record of past spills and leaks, identifies potential areas for storm water contamination, and summarizes available storm water sampling data.

4.1 Significant Material Inventory

Materials used by the facility that have the potential to be present in storm water runoff are listed in Table 2. This table includes information regarding material type, chemical and physical description, and the specific regulated storm water pollutants associated with each material.

4.2 Historic Spill and Leak Record

According to the facility records, there have not been any spills in uncovered areas of the facility in the past three years.

4.3 Potential Areas for Storm Water Contamination

The following potential source areas of storm water contamination were identified and evaluated:

Truck/trailer storage area: Trucks and trailers awaiting maintenance or simply not in use are stored in the truck/trailer storage area. Storm water from this area can be potentially contaminated by fluids leaking on to the gravel surface from the trucks. These contaminants may contain oil and grease, lead, copper, zinc, cadmium, mineral oil, ethylene glycol, propylene glycol, benzene, MTBE, ethyl benzene, naphthalene, xylenes, and petroleum distillates.

Truck loading area: Trucks load and unload their cargo in the truck loading area. Storm water from this area can be potentially contaminated by fluids leaking on the gravel surface from trucks, by truck cleaning operations and maintenance activities performed in this area, and by spills and leaks at the fueling station. These contaminants may include oil and grease, mineral oil,

benzene, ethyl benzene, toluene, xylene, MTBE, sulfuric acid, ammonia, heavy metals, trichloroethylene, trichloroethane, and perchloroethylene

Parking lot: Employees park their cars in the parking lot area. Storm water from this area can be potentially contaminated by fluids leaking on to the gravel surface from the parked cars. These contaminants may contain benzene, ethyl benzene, toluene, xylene, MTBE, oil and grease, and heavy metals.

Table 3 presents site specific information regarding storm water pollution potential from each of these areas.

4.4 A Summary of Available Storm Water Sampling Data

Magerr's Freight Trucking Terminal has no available sampling data because sampling has not been conducted at the site to date.

Table 2**Significant Materials Used at Magerr's Freight Trucking Terminal**

Trade Name Material	Chemical/Physical Description⁽¹⁾	Storm Water Pollutants⁽¹⁾
Lubricants	Black/brown oily liquid hydrocarbon	Oil & grease, lead, cadmium
Hydraulic oil/fluids	Brown oily petroleum hydrocarbon	Mineral oil
Brake Fluid	Ethylene glycol based syrupy liquid	Ethylene glycol
Antifreeze/coolant	Clear green/yellow liquid	Ethylene glycol, propylene glycol, heavy metals (copper, lead, zinc)
Windshield washer fluid	Clear blue liquid	Ammonia, methanol
Oil recovered from truck cleaning	Brown oily water	Oil & grease, solids
Wastewater recovered from truck cleaning	Water	Oil & grease, solids
Gasoline	Colorless, pale brown or pink petroleum hydrocarbon	Benzene, ethyl benzene, toluene, xylene, MTBE
Battery acid	White translucent liquid or gel	Sulfuric acid
Transmission Fluid	Red liquid	Mineral oil, glycols, heavy metals, petroleum distillates
Degreasing Solvents	Colorless or white liquid	Trichloroethylene, trichloroethane, perchloroethylene
Motor oil	Clear, amber liquid petroleum hydrocarbon	Mineral oil, petroleum distillates
Diesel Fuel	Clear, blue-green to yellow liquid	Petroleum distillate, oil & grease, naphthalene, xylenes

(1) Data obtained from MSDSs when available

Table 3

Locations of Potential Sources of Storm Water Contamination

Drainage Area(1)	Potential Storm Water Contamination Point	Potential Pollutant	Potential Problem
DA-01	Truck/trailer storage area	All materials in Table 2	Leaking fluids from trucks as they await maintenance or use.
DA-02	Truck loading area	All materials in Table 2	Leaking fluids from trucks, fluid spills during maintenance activities, fuel leaks during fueling, and wastewater from cleaning operations can impact storm water.
DA-03	Parking lot	Crankcase oil, hydraulic oil, brake fluid antifreeze, windshield washer fluid, gasoline, transmission fluid, and motor oil.	Leaking fluids from employee vehicles in the parking area.

(1) See Figure 2 for drainage areas

5.0 STORM WATER MANAGEMENT CONTROLS

This section discusses the storm water management controls required by the permit and describes the management practices selected to address the areas of concern identified in Section 4 of this SWPPP.

5.1 Compliance with Other Programs

Storage of truck fluids complies with the requirements of the Resource Conservation and Recovery Act (RCRA). Under RCRA, Magerr's Freight Trucking Terminal conducts weekly inspections of the area storing the fluids to verify placarding, storage times, and the integrity of storage containers. During the RCRA inspection, leaks or spills which may impact storm water are noted and cleaned immediately. Additionally, underground storage tanks (USTs) associated with fueling station comply with all UST regulations. The BMPs included in this SWPPP are also intended to prevent soil and groundwater contamination which could lead to a CERCLA enforcement action. Magerr's Freight Trucking Terminal has also developed a Spill Prevention Control and Countermeasure (SPCC) Plan which includes BMPs for oil storage. The BMPs in the SPCC Plan prevent storm water contamination. Since these BMPs are included in the SPCC Plan, they are not included in this SWPPP.

5.2 Storm Water Management Practices

Upon reviewing the potential pollutants at the facility and the facility operations, Magerr's Freight Trucking Terminal prepared a list of planned Best Management Practices (BMPs). When implemented, these BMPs will control the discharge of potential pollutants in storm water runoff for each area of concern. Passive treatment BMPs were developed with a goal to remove 80% of all storm water pollutants. The list of BMPs was reviewed by the operations manager for applicability and feasibility. Figure 3 shows the structural BMPs that will be implemented to prevent storm water contamination.

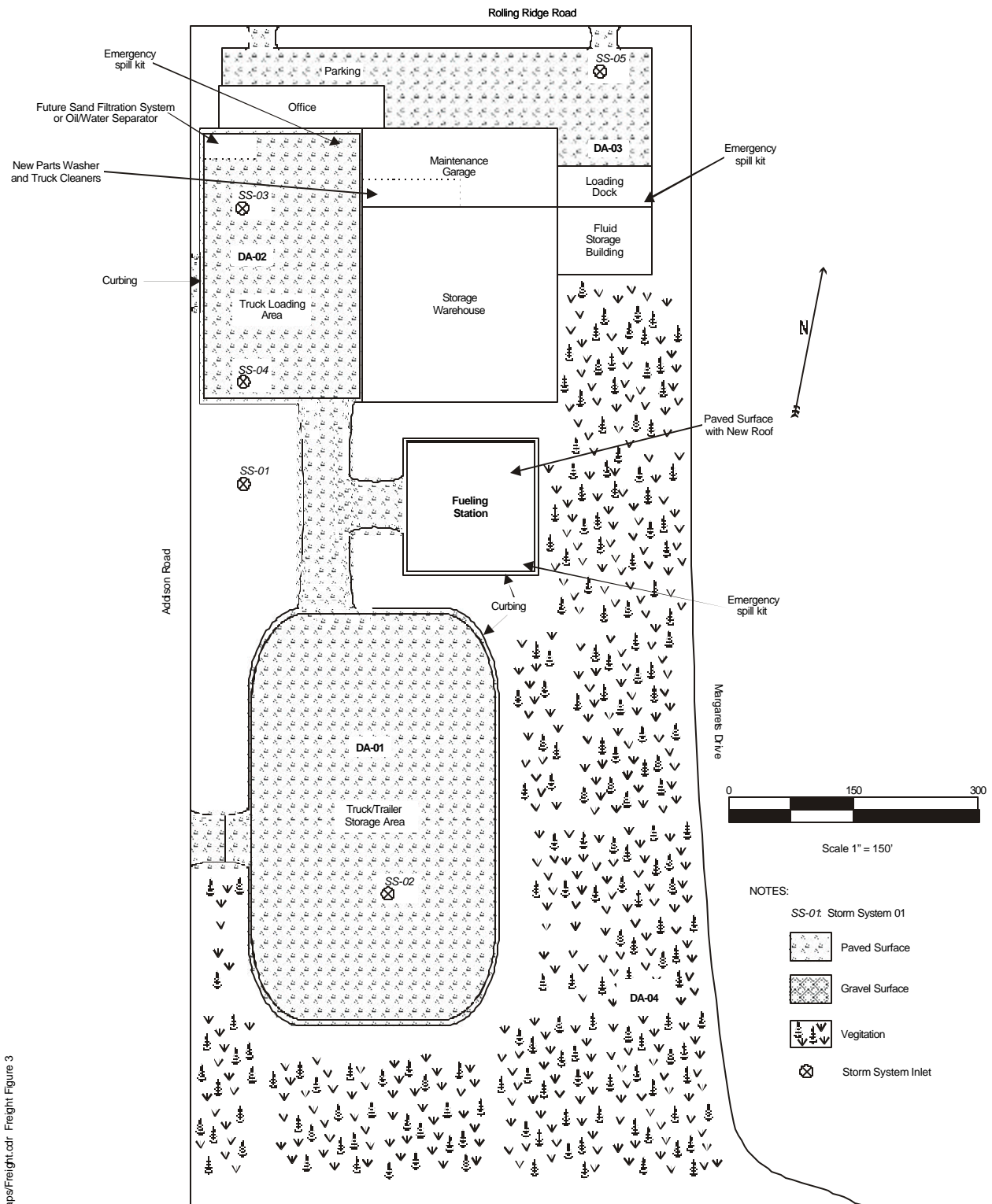


Figure 3. Site Map with Structural BMPs

DA-01

To prevent storm water impacts in the truck/trailer storage area (DA-01), the following BMPs will be implemented:

As of the date of this plan, to minimize the amount of leaking fluid, trucks and trailers specifically stored in this area to await maintenance will not be stored for more than two weeks.

Within 30 days of the date of this plan, Magerr's Freight Trucking Terminal will inspect all entering trucks and trailers for leaks. For those with leaking fluids, drip pans will be placed under the detected leaks in order to collect fluid that would previously have dripped on to the gravel and ultimately discharge into Cabin Branch Creek.

Within 30 days of the date of this plan, absorbent oil socks will be placed on storm system inlets SS-01 and SS-02 as a secondary preventative measure should the drip pans fail to contain all the leaking fluids.

Within two years of the date of this plan, the truck/trailer storage area will be paved and curbing will be placed along the perimeter to provide for better containment and cleanup of leaking fluids.

DA-02

The truck loading area (DA-02) currently has the greatest potential to impact storm water at the site due to truck loading and unloading, fueling, cleaning, and maintenance activities. To prevent storm water contamination from these activities, the following BMPs will be implemented:

Within 30 days of the date of this plan, absorbent oil socks will be placed on storm systems SS-03 and SS-04.

Within 30 days of the date of this plan, drip pans will be placed under any leaking trucks during loading and unloading operations and no truck loading or unloading of fluids will take place during rain events.

Within 30 days of the date of this plan, storm system SS-06 will be closed and sealed to prevent leaking fuel from reaching Magerr's storm system.

Within 30 days of the date of this plan, an emergency fuel spill clean-up kit will be placed at the fueling station. The fuel clean-up kit will include kitty litter, saw dust, a broom, a shovel, and a 55-gallon storage drum.

Within 30 days of date of this plan, to reduce pollution from parts cleaning, solvent cleaning will now be performed in two self-contained parts washers. Magerr's has contracted with a local vendor (Safe Solutions of Capital Heights, Maryland) to supply the parts washers and solvent. The vendor will remove accumulated oily sludge and solvent from the parts washer within ninety days to comply with the RCRA standards for a Large Quantity Generator (LQG). All parts washers will be stationed inside the maintenance garage.

Within 30 days of the date of this plan, to reduce the quantity of wastewater produced during truck cleaning, high pressure spray units will be used rather than hoses during cleaning operations.

Within 30 days of the date of this plan, water from the cleaning operations will drain into 55-gallon drums for off-site disposal. Any wastewater not collected in the drum during cleaning will be vacuumed and placed into the drum. Within six months of the date of this plan, Magerr's Freight Trucking Terminal will install a sand filtration system or an in-ground oil-water separator to collect settleable solids and floating oil from the cleaning wastewater. To determine which system to implement, Magerr's will request pollutant removal efficiency data from vendors of both systems.

Magerr's Freight Trucking Terminal will, within three months of the date of the plan, cover the fueling station with a new roof and place curbing along the perimeter of the area.

Within six months of the date of this plan, the area will be paved and sloped to contain all spilled fluids. Curbing will be placed along the perimeter to provide for containment and cleanup of leaking fluids.

Within 1 year of the date of this plan, Magerr's Freight Trucking Terminal will construct a new fluid storage building and covered loading dock at the rear of the storage warehouse and maintenance garage to prevent storm water contamination from fluid handling and storage. These facilities will be constructed within one year of the date of this plan. All fluids involved in maintenance activities and all 55-gallon drums of collected wastewater from cleaning operations will be stored in this building.

Immediately after the construction of the fluid storage building, all containers in the fluid storage building will be placed on pallets with secondary containment (a plastic grate on top of a plastic drum approximately nine inches deep to contain any spills or leaks).

Immediately after the construction of the fluid storage building, weekly inspections of the fluid storage building will be conducted to look for leaks or deterioration of fluid storage containers. Any leaks identified during the inspection will be immediately cleaned using a dry absorbent.

Immediately after the construction of the fluid storage building, an emergency spill kit and telephone will be placed inside the fluid storage building.

For spills which can not be managed by the emergency spill kit, the local fire department will be immediately telephoned.

All spills which reach the storm system will be reported to the National Response Center at 1-800-424-8802.

DA-03

To prevent storm water contamination in the parking lot and newly constructed loading dock area (DA-03), the following BMPs will be implemented:

Immediately after the construction of the loading dock, no liquid handling will take place at the loading dock during rain events. This will prevent any spills from combining with storm water and discharging from the site.

Immediately after the construction of the loading dock, during the handling of drums, storm system SS-05 will be covered to contain possible spills during clean up.

Within 30 days of the construction of the loading dock, Magerr's Freight Trucking Terminal will place an emergency spill kit on the loading dock and covered metal dumpsters will be used for all sanitary waste (trash).

5.3 Storm Water Treatment

No storm water treatment measures are currently in place at the facility. As discussed above, Magerr's Freight Trucking Terminal will install a sand filtration system or an in-ground oil-water separator to collect settleable solids and floating oil from truck cleaning operations.

6.0 FACILITY MONITORING PLAN

Visual inspections of all storm system inlets will be made quarterly during dry weather conditions for evidence of non-storm water discharges. The visual inspection will be completed by an employee under the SWPPP Coordinators' direction. The dry weather inspections will verify the site is not discharging sanitary or process water to storm system. Information recorded on the annual inspection log shall include: date of inspection, storm system location, inspection results, and potential significant sources of non-storm water discovered through testing. Blank dry-weather inspections forms can be found in Appendix A of this SWPPP.

Magerr's Freight Trucking Terminal will perform quarterly visual inspections of all storm system inlets during rain events to look for evidence of storm water contamination. Inspections will be conducted within the first thirty minutes of discharge or soon thereafter, but not exceeding 60 minutes. The visual inspection shall include any observations of color, odor, turbidity, floating solids, foam, oil sheen, or other obvious indicators of storm water pollution. Information recorded during the quarterly inspection shall include: date of inspection, storm system location, inspection results, and potential significant sources of storm water contaminants if discovered. Blank quarterly inspections forms can be found in Appendix A of this SWPPP.

An annual storm water compliance inspection will be conducted approximately one year following implementation of this SWPPP and annually thereafter. The inspection will determine if the BMPs have been implemented and will assess their effectiveness. The inspection will also determine if site operations have changed since development of this SWPPP. If operational changes have been made, the SWPPP Coordinator will determine if those changes will impact storm water quality and develop new BMPs to address the change. All operational changes and new BMPs will be recorded in this SWPPP. Additionally, the inspection date, the inspection personnel, the scope of the inspection, major observations, and any needed revisions will be recorded. Revisions to the plan will occur within fourteen days after the annual inspection. Blank annual compliance inspections forms can be found in Appendix A of this SWPPP.

7.0 COMPLIANCE AND REPORTING REQUIREMENTS

7.1 SWPPP and SWPPP Summary

As per the requirements of Magerr's Freight Trucking Terminal's general permit number MD-S1234567-8, Magerr's Freight Trucking Terminal is required to prepare a SWPPP by the effective date of September 15, 2000. The SWPPP will be kept at the facility and will be made available to the state or federal compliance inspection officer upon request.

7.2 Employee Training

An employee training program will be developed and implemented to educate employees about the requirements of the SWPPP. This education program will include background on the components and goals of the SWPPP and hands-on training in spill prevention and response, good housekeeping, proper material handling, disposal and control of waste, container filling and transfer, and proper storage, washing, and inspection procedures. All new employees will be trained within one week of their start date. Additionally, all employees will be required to participate in an annual refresher training course. An employee sign-in sheet for the refresher course can be found in Appendix A of this document. The training program will be reviewed annually by the SWPPP coordinator to determine its effectiveness and to make any necessary changes to the program.

7.3 Implementation Schedule

In accordance with the State of Maryland, the SWPPP implementation schedule is presented in Table 4. Table 5 presents the implementation schedule for the individual BMPs. This schedule corresponds to the September 15, 2000 effective date of the SWPPP.

Table 4

Implementation Schedule

Storm Water Pollution Prevention Action Items	Implementation Date
Implement employee training	Immediate
Biannual visual inspections of outfalls	March 15, 2001; September 15, 2001; and biannually thereafter
Quarterly visual monitoring during rain events	December 15, 2000; March 15, 2001; June 15, 2001; September 15, 2001; and quarterly thereafter
Implementation of BMPs	See Table 5
Annual facility site compliance inspection	September 15, 2001 and annually thereafter

Table 5

BMP Implementation Schedule

Drainage Area(1)	Best Management Practices	Implementation Date
DA-01	All trucks and trailers entering the truck/trailer storage area will be inspected for leaks.	Immediately
	Trucks and trailers stored in this area specifically for maintenance purposes will not be stored for more than 14 days.	Immediately
	Drip pans will be placed under any detected leaks.	Within 30 days
	Oil catches (e.g., absorbent socks) will be placed on storm system inlets SS-01 and SS-02.	Within 30 days
	The truck/trailer storage area will be paved and curbing placed along the perimeter to prevent uncontrolled runoff.	Within 2 years
DA-02	Truck loading/unloading of fluids will not take place during rain events.	Immediately
	An emergency fuel spill clean-up kit will be placed at the fueling station.	Immediately
	Oil catches (e.g., absorbent socks) will be placed on the storm system inlets SS-03 and SS-04.	Within 30 days
	Drip pans will be placed under leaking trucks during loading/unloading activities.	Within 30 days
	Storm system SS-06 will be closed and sealed.	Within 30 days
	Solvent cleaning will be performed in two self-contained parts washers. A monthly solvent recovery service that provides parts cleaning equipment, replaces solvent, and collects waste solvent for recovery will be used.	Within 30 days
	High pressure spray units will be used rather than hoses for truck cleaning.	Within 30 days
	All wastewater from truck cleaning activities will be collected in 55-gallon drums and stored for shipment off-site. Within six months of the date of this plan, a drain leading to a sand filtration system or an in-ground oil water separator will be constructed. Sand filtration and oil/water separator equipment vendors will be contacted immediately to investigate removal efficiencies and implementability.	Within 30 days
	A cover will be constructed over the fueling station and curbing will be placed along the perimeter of the paved area.	Within 3 months

Table 5 (Continued)

Drainage Area(1)	Best Management Practices	Implementation Date
DA-02 (Continued)	The truck unloading area will be paved and sloped to contain all spilled fluids. Curbing will be placed along the perimeter of the newly paved area.	Within 6 months
	A fluid storage building, with a covered loading dock, will be constructed at the rear of the storage warehouse and maintenance garage.	Within 1 year
	All fluid storage containers in the fluid storage building will be placed on pallets with secondary containment to collect spills and leaks. The fluid storage building will be inspected weekly for leaks and spills. All spills will be treated immediately with absorbent and drummed. Defective storage containers will be repaired or properly disposed. An emergency spill kit and telephone will be placed inside the fluid storage building.	Immediately after construction of fluid storage building
DA-03	No drum handling will occur on the loading dock during rain events. In addition, when drums at the fluid storage loading dock are handled (loading on to shipping trucks), storm system inlet SS-05 will be covered to contain the release during clean up.	Immediately after construction of the loading dock
	An emergency spill kit will be placed on the loading dock. Employee training regarding the use of the spill kit will be provided.	Within 30 days of loading dock construction

(1) See Figure 2 for drainage areas

Note: BMPs are in chronological order according to drainage area

7.4 Record Retention Requirements

Records described in the SWPPP must be retained on site for 5 years beyond the date of the cover letter (September 15, 2000) notifying the facility of coverage under a storm water permit, and shall be made available to the state or federal compliance inspection officer upon request. Additionally, employee training records and waste and recycling receipts or vouchers shall also be maintained.

7.5 Principal Executive Officer Signature

In accordance with the state of Maryland, this plan has been approved and signed by Mr. Mike Jones, the authorized representative responsible for the operation of the facility.

7.6 Provisions for Amendment of the Plan

If the facility expands, experiences any significant production increases or process modifications, or changes any significant material handling or storage practices which could impact storm water, the SWPPP will be amended appropriately. The amended SWPPP will have a description of the new activities that contribute to the increased pollutant loading and planned source control activities.

The SWPPP will also be amended if the state or federal compliance inspection officer determines that it is ineffective in controlling storm water pollutants discharged to waters.

7.7 Corporate Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manages the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name

Title

Date

Appendix A

Inspection Logs

Refresher Course

Employee Sign-In Sheet

[illegible]

Quarterly Non-Storm Water Discharge Assessment Log

Date	Outfall Number or Description	Flow ⁽¹⁾ (Y/N)	If Flow is Yes, Complete This Section		
			Possible Source	Observations(2)	Corrective Action
	DA-01 - SS-02		Leaking fluids from trucks as they await maintenance or use.		
	DA-02 - SS-01, SS-03, SS-04, SS-06		Leaking fluids from trucks, fluid spills during maintenance activities, fuel leaks during fueling, and wastewater from cleaning operations can impact storm water.		
	DA-03 - SS-05		Leaking fluids from employee vehicles in the parking area		

(1) Evaluation shall take place during dry periods

(2) Observations include flow, stains, sludge, color, odor, or other indications of a non-storm water discharge

Inspector's Name _____

Quarterly Visual Monitoring Inspection Log

Date	Time(1)	Outfall Number or Description	Weather Conditions	Observations(2)	Probable Source of Any Observed Contamination
		DA-01 - SS-02			Leaking fluids from trucks as they await maintenance or use.
		DA-02 - SS-01, SS-03, SS-04, SS-06			Leaking fluids from trucks, fluid spills during maintenance activities, fuel leaks during fueling, and wastewater from cleaning operations can impact storm water.
		DA-03 - SS-05			Leaking fluids from employee vehicles in the parking area.

(1) Inspections shall be conducted within the first thirty minutes of discharge or as soon thereafter as practical, but not exceeding sixty minutes

(2) Observations include color, odor, turbidity, floating solids, foam, oil sheer, etc.

Inspector's Name _____

Annual Facility Site Compliance Inspection Log⁽¹⁾

Date	Drainage Area	Potential Pollutants and Source	Changes in Drainage Conditions or Operations Since Last Inspection(2)	BMP Effective (Y/N)	Current/ Proposed BMPs	Implementation Schedule for proposed BMPs
	DA-01	Leaking fluids from trucks as they await maintenance or use.				
	DA-02	Leaking fluids from trucks, fluid spills during maintenance activities, fuel leaks during fueling, and wastewater from cleaning operations can impact storm water.				
	DA-03	Leaking fluids from employee vehicles in the parking area				

(1) Scope of this inspection is to verify that BMPs are properly operated and are adjusted if operational or site changes require new BMPs to prevent storm water contamination

(2) Changes in drainage conditions or operations require revisions to the SWPPP

Inspector's Name _____